



City of Austin - JOB DESCRIPTION



Austin Water Utility Electrician I

FLSA:	Standard/Non-Exempt	EEO Category:	(70) Skill Craft
Class Code:	19375	Salary Grade:	WC6
Approved:	October 27, 1997	Last Revised:	July 11, 2012

Purpose:

Under general supervision, perform electrical diagnostics on 600 v-5kv motors and motor controls, 15kv substation switchgear and electrical distribution systems, and lighting systems within Austin Water Utility treatment process facilities and remote locations

Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Assists in performing electrical diagnostics, calibrations, maintenance and repairs on 2.5kv to 12.5kv substation switchgears, distribution equipment, protective relays, breakers, battery banks and capacity trip systems.
2. Assists in performing diagnostics, maintenance and repairs on 600v-5kv motors and motor control systems, using schematics, vibration analysis, multi-meter, amp probe, megohmmeter, surge tester, and hand tools.
3. Assists in performing diagnostics, maintenance and repairs on various types of process control systems related to treatment plant facilities.
4. Assists in repairing and installing electrical distribution equipment, including but not limited to conduit, conductors, breakers, panel boards, disconnects, transformers, switches and receptacles.
5. Assists in repairing various lighting systems, including building lighting, area lighting, street lights, ballasts, bulbs, capacitors, igniters, contactors, and photo cells. Some repairs require use of a bucket truck.
6. Assists in performing preventative maintenance on all electrical equipment for treatment plant and remote location facilities while adhering to Austin Water Utility standard operating procedures and safety protocols.
7. Assists in coordinating 15kv switching for maintenance repairs and power outages with electrical utility providers and Austin Water Utility facilities during electrical outages or switching.
8. Participates in on-call program and scheduled/unscheduled overtime.
9. Maintains records of electrical maintenance activities using various software applications such as Microsoft Word, Excel and Outlook.

Responsibilities - Supervisor and/or Leadership Exercised:

None

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Knowledge of installation, operation, and maintenance of electrical equipment and instruments.
- Knowledge of the laws, theories, rules, and standards pertaining to electrical construction and maintenance, including maintenance and repair of electrical substation and utility distribution systems.
- Knowledge of safety practices and procedures.
- Knowledge of city practice, policy and procedures.
- Skill in oral and written communication.
- Skill in handling multiple tasks and prioritizing.
- Skill in using computers and related software applications.
- Skill in planning and organizing.
- Ability to use power line electrician's tools and equipment in performing all phases of line construction, operations and maintenance work.
- Ability to read, interpret, and modifies blueprints, schematics, diagrams, and drawing control circuits.
- Ability to tap and splice cable.
- Ability to work in confined areas among high voltage energized lines.
- Ability to learn principles of electrical theory as applied to transformers, switches, and equipment.
- Ability to respond quickly and perform strenuous work under emergency and all weather conditions.
- Ability to establish and maintain good working relationships with other city employees and the general public.
- Ability to work with frequent interruptions and changes in priorities.

Minimum Qualifications:

High School Graduation or equivalent plus two (2) years of progressively responsible experience in electrical installations.

Licenses and Certifications Required:

Must possess a State of Texas Maintenance License or be able to obtain a license in six (6) months.
Valid Texas Class "C" Driver License

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.